

**BLM-Arizona File Plan**  
**Official Records for Actions Requiring an EIS**  
**(Decision File/Administrative Record)**

Use as a general guide when creating Decision Files/Administrative Records for actions that include an Environmental Impact Statement (EIS). Modify File Plan to meet the needs of individual projects/actions. Note: Sub-sections that apply only to Resource Management Plan (RMP) EISs are identified in parenthesis.

**PUBLIC File Folders:**

**A. General Information**

1. *Federal Register* Notices
2. Preparation Plans (RMP/EISs Only)
3. Identifying Issues, Concerns, Action or Project to be Addressed
4. Criteria
5. Participants - Interdisciplinary Team (IDT) Membership
6. Process/Schedule
7. Contract Information (if the EIS is contracted)
8. Related Memorandum of Understanding (MOU), Data Share Agreement (DSA), etc.

**B. Public Information and Involvement – Includes EIS Documents**

1. Public Involvement Plans
2. Public Information Documents, Letters, E-mails, Notices
3. News Reports, New Releases, and Clippings
4. General Correspondence<sup>1</sup>
5. Public Meetings and Workshop Records (attendance lists, announcements, handouts, *official* minutes)
6. Scoping
  - a. Solicitation (include required language re: Personally Identifiable Information)
  - b. Public Comments Received
  - c. BLM Scoping Report and/or Response to Comments
7. Prior to Draft EIS
  - a. Solicitation (include required language re: Personally Identifiable Information)
  - b. Public Comments Received
  - c. BLM Response to Comments
8. Draft EIS Document
  - a. Solicitation (include required language re: Personally Identifiable Information)
  - b. Public Comments Received
  - c. BLM Response to Comments
9. Final EIS Document
  - a. Protests Received and BLM Responses (if any)
10. Governor's Consistency Review Comments/Response (if any) (RMP/EISs Only)
11. Record of Decision (ROD)
12. Appeals and Responses (when applicable)

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<sup>1</sup> May contain Personally Identifiable Information (PII) such as an Individual's home address, phone number, e-mail address; these may need to be "sanitized" for the public file. Consult with office FOIA Specialist.

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**C. External Communications Between BLM & Others**

1. Other Federal (Non-DOI) Agencies
2. State and Local Agencies
3. All Cooperating Agencies
4. Tribes
5. Elected Officials (i.e., Congressional, Governor, County Commissioners, etc.)
6. Organizations
7. Individuals<sup>1</sup>

**D. Background Materials/Supporting Information**

1. Reports, Assessments, or Information provided from/by Outside Sources (i.e., Biological Opinions, Environmental Scenarios, etc.)
2. BLM Reports, Assessments (i.e., Biological Assessments, Mineral Reports, ACEC Report, etc.)
3. Data – Must conform to Data Standards and include Metadata
  - a. BLM Data (i.e., summaries of monitoring compiled in a database, etc.)
  - b. Data from outside sources
4. References (include copies of relevant pages referenced in the EIS)
5. Analysis of Alternatives, Environmental Consequences
6. National Historical Preservation Act Sec. 106 Consultation and Compliance Documents

**INTERNAL File Folders<sup>2</sup>**

**E. Analysis Documents**

1. Scoping Analysis Report
2. Analysis of Management Situation (RMP/EISs Only)
3. ID Team Documents
  - a. Analysis/Internal Reviews
  - b. Internal Meeting Agendas and Notes/Minutes

**F. Internal DOI Correspondence/Communications**

1. Project Management Correspondence
2. ID Team Correspondence
3. Quality Assurance Determination (unless *significant changes to content* are made, editorial changes can be destroyed; they do not need to be kept for the record.)

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<sup>2</sup> Requires FOIA request to view, review, or obtain copies from these files.

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4. Internal E-mails and Memorandums to other BLM employees or Managers exchanging ideas or opinions.
5. Correspondence Between BLM and Other DOI Agencies/Cooperating Agencies<sup>3</sup>

**G. Confidential/Proprietary or Exempt Documents**

1. Mailing Lists (FOIA Exemption 6)
2. Correspondence containing Individuals' PII (FOIA Exemption 6)
3. Financial Information about an Individual or Business (FOIA Exemptions 4 and 6)
4. Cultural Resources Reports and Maps (FOIA Exemption 3)
5. Locations of Certain\* Endangered Species (\*only species that also reside in an Arizona area managed by the National Park Service – FOIA Exemption 3)
6. Trade Secrets or Business Proprietary Information identified by the submitting business as "Confidential" (FOIA Exemption 4)
7. Consultations with Field Solicitor; Attorney-Client and Attorney Work-Product Privileged Records (FOIA Exemption 5)

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<sup>3</sup> May contain opinions that are protected by the Deliberative Process Privilege of FOIA Exemption 5.